

## Records Retention Schedule

### GEORGIA DEPARTMENT OF HUMAN RESOURCES

**Division/Office:**

Office of Technology & Support

**Section/Unit:**

Construction & Real Property Section  
Facilities Management Unit

**Schedule No.:**

84-99

**Admin.Chg.Date:** 10-15-97

**Record Series Title:**

PROJECT CONSTRUCTION FILE

**Description:**

Documents relating to constructing and renovating State owned and operated Department of Human Resources facilities.

Included are: Administrative Documents) - grant application for federal funding, grant award and acceptance; (Contracts) - professional design and consultants contracts for architecture, land survey, landscaping, mechanical engineering, civil engineering, structural engineering and electrical engineering; (Construction Documents) - documents which detail the building construction with reference to architectural and engineering specifications; (Technical Inspection and Review) - State Office of Planning and Budget authorizes the Department of Human Resources the finances to build the facility as specified with noted exceptions; Department of Administrative Services surveys and reviews the facility to insure that adequate telecommunication facilities are provided; Department of Natural Resources performs an environmental impact survey, and determines water and sewage requirements; State Health Planning Agency reviews the facility to insure hospital code compliance; State Self Insurance Unit reviews the facility to insure that building specification are met and that is insurable as stated; State Fire Marshall reviews facility to insure compliance with Life Safety (Fire) Code; Department of Human Resources inspects the facility to insure compliance with the standards for Public Health, Food Services, and Standards and Licensure; (Bonds and Warranties) - performance bonds and equipment warranties for structural components and machinery.

**File Arrangement:**

By facility name and/or project number.

**Retention/Disposition Instructions:**

When project is completed, remove project documentation from active file and place in inactive file; cut off inactive file at end of each calendar year; then transfer to State Archives for permanent retention.

**Confidential:**

No - Open Record

**Supersedes:**

84-99 (approved 11-27-84)

M97-253  
(84-99)

970922-03

# **RECORDS RETENTION SCHEDULE NOTIFICATION** (ADMINISTRATIVE CHANGE OR DELETION)

TO: DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING  
AND  
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES

*M 97-253*

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

☐ ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM DHR POLICY ADMINISTRATION/RECORDS MANAGEMENT UNIT

SCHEDULE NO. SEE BELOW *	NOTIFICATION DATE
-----------------------------	-------------------

SERIES TITLE  
VARIOUS - SEE SAMPLE SCHEDULES ATTACHED.

APPROVED DATE	ADMINISTRATIVE CHANGE DATE (IF APPLICABLE)
---------------	--

☒ ADMINISTRATIVE CHANGE-SEE ATTACHED COPY (COPIES) OF CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON ATTACHMENT(S).

☐ IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

☐ SCHEDULE DELETION

☐ SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR

☐ SEE DELETION EXPLANATION BELOW:

*3WC* *12/2/97* *12/2/97* *12/2/97*  
~~00-001, 00-002, 00-003, 00-004, 00-080, 78-010, 73-499, 73-500, 73-501, 76-115, 78-016, 78-0299-A, 78-301~~

78-302, 78-303, 82-378, 84-095, 84-099, 89-060, 89-061, 94-0022 AND 94-0023.

DHR RECORDS MANAGEMENT OFFICER APPROVAL

*Gerald Poy*

DATE:  
9-10-97

DEPT. OF ARCHIVES AND HISTORY APPROVAL

*John Eschmider*

DATE:  
12-2-97

50917-02

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

<b>DHR</b>		<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Administrative Services Division Office of Support Services, Construction Unit 47 Trinity Ave. SW Atlanta, Georgia 30334</b>	<b>ARCHIVES AND HISTORY</b>		
Application Date <b>8-4-10</b>			Application Number <b>84-99</b>		
Application Number <b>915/84</b>			Date Received <b>SEP 17 1984</b>	Date Completed <b>NOV 27 1984</b>	
<b>2. Person to Contact</b> <b>Richard A. Berry</b>			<b>Working Title</b> <b>Director</b>		<b>Telephone Number</b> <b>656-4450</b>
<b>3. Action Requested</b> a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <b>307</b> Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input checked="" type="checkbox"/> Void					
<b>4. Dates of Series</b> Earliest <b>1980</b> Latest <b>continuing</b>		<b>5. Records Series Title (followed by title used in office, if different)</b> <b>Project Construction File</b>			
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created? The Administrative Services Division provides for the program direction and coordination of the specialized functions which support the Department's internal operations and legal environment through the Offices of Administrative Appeals, Audits, Child Support Recovery, Financial Services, Fraud and Abuse, Personnel Administration, Regulatory Services, and Support Services. The Construction Unit is responsible for coordinating the actions of the DHR staff at institutions, divisions, and administrative service and support levels of the Department with those of design professionals (land surveyors, architects, engineers, and consultants), building contractors, and other State agencies and organizations (Governor's Office, Office of Planning and Budget, State Properties Commission, Georgia State Financing and Investment Commission, Georgia Building Authority, (See Continuation Page)					
<b>7. Records Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: constructing and renovating State owned and operated Department of Human Resources facilities. Included are: (Administrative Documents)- grant application for federal funding, grant award and acceptance; (Contracts)- professional design and consultants contracts for architecture, land survey, landscaping, mechanical engineering, civil engineering, structural engineering and electrical engineering; (Construction Documents)- documents which detail the building construction with reference to architectural and engineering specifications; (Technical Inspection and Review)- Office of Planning and Budget authorizes the Department of Human Resources the finances to build the facility as specified with noted exceptions; Department of Administrative Services surveys and reviews the facility to (See Continuation Page) File is arranged: By facility name and/or project number					
<b>8. Monthly Referral Rate</b> How often are records referred to which are: One to six months old <b>1</b> ; Seven to twelve months old <b>0</b> ; Thirteen to twenty-four months old <b>0</b> ; twenty-five months and older <b>0</b> ?					
<b>9. Annual Rate of Accumulation of Records</b> Letter-size drawers <b>2</b> ; Legal-size drawers ; Shelves ; Other (Specify)					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                         |
|--------------------------|--------------|-----------------------------------|-------------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.            |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>permanent</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.            |

Attach copy or excerpt of laws or regulations. Explain administrative need.

The project construction files are needed permanently to document compliance with federal and state building codes and regulations and to provide a history of the building construction and utilization.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy
- ☒ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

When project is completed, remove project documentation from active file and place in inactive file; cut off inactive file at end of each calendar year; then transfer to State Archives for permanent retention.

These instructions apply to all prior and future accumulation of records for this series title.

Signature	Date	Signature	Date
DHR Section/Unit - Chief/Supervisor/Designee <i>Paul A. Berry</i>	9 Sept 84	DHR Records Management <i>Paul T. Murphy</i> PAUL T. MURPHY, RMD	9/5/84
DHR Office/Division - Director/Designee <i>Troy B. Doyle</i>	9 Sept 84	DHR Records Management Supervisor <i>Elizabeth W. Crank</i> ELIZABETH W. CRANK, CRM - RMA	9/11/84
<b>STATE RECORDS COMMITTEE</b>			
Retention recommendations in paragraph 12 are approved - If not approved, please attach a letter of explanation.		Signature	Date
		State Auditor/Designee <i>Edward Weedon</i>	11-19-84
		Secretary of State/Designee <i>Edward Weedon</i>	11/6/84
		Attorney General/Designee <i>Samuel H. Hargrett</i>	11/18/84